

Memorandum

TO : Acting Registrar/TR

DATE: 27 March 1964

FROM : C/AIB/RS/TR

SUBJECT: Weekly Activities Report No. 12
23 - 27 March 1964

I. SIGNIFICANT ITEMS

None

II. OTHERS

A. The Security Reindoctrination Program:
Immediate attention has been given to the matter of getting people to the presentations beginning 1 April (OTR and OS plans had been timed against the originally scheduled 15 April opening.) [REDACTED] is dealing directly by telephone with Training Officers to assign quotas. He will follow up the telephone agreement with a memorandum of confirmation of such quotas. Training Officers have their supply of IBM cards of admission. Ed has the IBM totals of Headquarters staff employees by office; from these figures he is setting daily quotas, with a goal of a full house at each presentation.

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Training Officers who question Ed as to the practicality of their people from the outlying D.C. areas going to Langley in consistently large numbers and for many runnings and those who have people on the night shift and have administrative problems such as compensatory time for a daytime activity are being referred to [REDACTED] the Project Officer, OS. Late Friday we were told that the Director of Security had directed [REDACTED] to take the show on the road to some of the outlying areas after all at Langley had been covered.

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B. Reorientation in Supervisory Responsibilities Program: [REDACTED]
[REDACTED] of OP, and Marcella discussed the entire program

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DTR HAS
DECIDED THAT
WE WILL HAVE THE
SECURITY PROGRAM
PRESENTED AT
BROYHILL BLDG.
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SUBJECT: Weekly Activities Report No. 12 (cont.)

on Monday morning. Bill gave the group the definition of a supervisor as it applies to this program. He pledged--and later sent--a list giving estimated numbers of staff employees in the buildings in the Washington area. Since it finally resolved that a member of the Registrar Staff would assist Roy [REDACTED] by acting as a coordinator for administrative matters, [REDACTED] was appointed.

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On Tuesday, a memorandum to all DDS Office Heads announcing some details of the program and asking their cooperation was given to [REDACTED] Ex Asst/ DDS; we were informed that this has been signed and distributed. Office Heads will arrange to send OTR lists of those who will attend. A system of recording attendance has been agreed on.

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The main auditorium has been reserved for 10 April for the first presentation to DDS Supervisors. A full or near-full house is desired since Mr. McCone is expected to open the program and the program is to be filmed. Ed and [REDACTED] Chief, Logistics Services, discussed transportation, guards, and the reservation of the auditorium.

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A search to support [REDACTED] "solid commitment," according to [REDACTED] that the main auditorium was to be used for an FSI program on the 10th of April proved unrevealing. [REDACTED] was reluctant to release the auditorium because of this "commitment". Bob [REDACTED] had recalled that he saw a memorandum come thru the DDS requesting a visit on that date and that the only action he took was to reserve the auditorium for the day. He had nothing in writing to support the reservation.

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C. Biographic information on the seven Agency candidates for the National Interdepartmental Seminar beginning 13 April was submitted to the DTR on Wednesday afternoon, with an understanding that [REDACTED] substituting for [REDACTED] DDS/TRO, will poll the other DDS Offices for an eighth candidate and will report the results to the Registrar by Friday, 27 March. Candidates were notified of [REDACTED] briefing them on Thursday, 9 April,

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SUBJECT: Weekly Activities Report No. 12 (cont.)

2 P.M. in 1D-35 Headquarters building. [REDACTED] who is taking an AAO that day will have to be briefed individually. [REDACTED] TAS/OS/TR, has a list of the seven candidates for inclusion in the seminar book.

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D. [REDACTED] has notified this office that the DDCI wishes another two-day project USEFUL. It will be on 19 and 20 May in Room 1A-07 Headquarters building. Tom also notified us that the fall running of USEFUL will take place from 19 thru 30 October. Rooms 1A-07 and 1A-13 have been reserved for the project.

E. Attendance of the candidates for the Briefing Techniques course for Senior Officials was confirmed on Friday. [REDACTED] Deputy General Counsel, will not attend because of official commitments. George Miller, AD/ELINT, is replaced by [REDACTED] DAD/ELINT. The ELINT office planned to notify the O/Ex Director.

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F. Weekly Attendance. 23-27 March -- 674 persons attended 59 internal OTR courses or programs.

III. PERSONNEL

[REDACTED] will be on annual leave from 3 thru 7 April.

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